

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

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| U.S. DEPARTMENT OF THE INTERIOR. |
| (1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i> |
| Captain John Smith Chesapeake National Historic Trail Advisory Council |
| (2) AUTHORITY <i>Identify the authority for establishing the FAC</i> |
| This Council is established under the National Trails System Act (Act), 16 U.S.C. §§ 1241 to 1251, as amended. Establishment is in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2. |
| (3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i> |
| The purpose of the Council is to consult with the Secretary of the Interior (Secretary) on matters relating to the Captain John Smith Chesapeake National Historic Trail (Trail), including but not limited to, standards for erection of markers, interpretation and administration of the Trail. |
| (4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC, (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered; (b) consider identifying an anticipated relative distribution of candidates across the categories; and (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i> |
| The Council must not exceed 35 members and will be appointed by the Secretary as follows: 1. The head of each Federal department or independent agency administering lands through which the Trail route passes, or a designee; 2. A member appointed to represent each State through which the Trail passes (Maryland, Virginia, and Delaware), and such appointments will be made from recommendations of the Governors of such States; and 3. One or more members appointed to represent private organizations, including corporate and individual landowners and land users, which, in the opinion of the Secretary, have an established and recognized interest in the Trail, and such appointments shall be made from recommendations of the heads of such organizations. 4. A member appointed to represent the District of Columbia through which the Trail passes, and such appointment will be made from recommendations of the Mayor. All members serve at the pleasure of the Secretary. |
| (5) OTHER BALANCE FACTORS <i>List any other factors your agency identifies as important in achieving a balanced FAC</i> |
| None. |

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

All members are appointed by the Secretary in accordance with the guidelines described in the establishing legislation.

Letters are sent to the nominating sources requesting names of proposed members.

The DFO reviews the nominations and selects the nominees. The recommendations are forwarded to the NPS Director, before being sent on to the Department of the Interior (DOI) and DOI White House Liaison for vetting and approval.

Members serve 2-year terms.

A vacancy on the Committee will be filled in the same manner in which the original appointment was made.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

Subcommittees are not subject to FACA because they are not providing advice directly to a Federal Officer of the Department of the Interior. All advice or work products go directly to the parent Committee for review, consideration and deliberation at a FAC meeting before being submitted to the Department of the Interior through the DFO.

(8) OTHER

Provide any additional information that supports the balance of the FAC

None.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

March 15, 2012